**Booking Officer**

[**arimac.bookings@gmail.com**](mailto:arimac.bookings@gmail.com)

**Introduction**

* The Winter booking process has been changed due to increased demand for Lodge accommodation. The Committee believes it is necessary to have a fairer method to satisfy this increased demand.
* Please read these revised conditions carefully to ensure no mistakes are made or information missed, so you have the best chance of getting your bookings. Members need to be open to the possibility they may not get their first choice.
* These booking Conditions are for the Winter season only.

**Winter Peak Period**

* 27th July (Lot 16) – 30th August (Lot 25)

**Phase 1 Members Booking Period**

* 1 March 2025 to 14 March 2025.
* Booking requests received outside this period will be returned to the sender.
* Members can submit booking requests for Winter Peak Period bookings for a maximum of 2 Lots and 7 days only. That is 1 midweek and 1 weekend Lot, or 2 weekend Lots.
* Members can submit booking requests for Lots outside of the Winter Peak Period for a maximum of 2 Lots and 7 days only.
* Bookings during this period are only for Members, one Member’s Guest and Member’s Children.
* Once confirmed by the Booking Officer, payment must be made by the end of March, or the booking is cancelled and becomes available again.
* At the end of the phase the Booking Officer will allocate rooms and send out a list of rooms & Lots that are still available.

**Phase 2 Members Booking Period**

* 1 April 2025 to 14 April 2025.
* Booking requests received outside this period will be returned to the sender.
* Members can submit booking requests for Winter Peak Period bookings for a maximum of 2 Lots and 7 days only. That is 1 midweek and 1 weekend Lot, or 2 weekend Lots.
* Members can submit booking requests for Lots outside of the Winter Peak Period for a maximum of 2 Lots and 7 days only.
* Bookings during this period are only for Members, one Member’s Guest and Member’s Children.
* Once confirmed by the Booking Officer, payment must be made by the end of April, or the booking is cancelled and becomes available again.
* At the end of the phase the Booking Officer will allocate rooms and send out a list of rooms & Lots that are still available.

**Phase 3 Members Booking Period**

* 1 May 2025 – 14 May 2025.
* Booking requests received outside this period will be returned to the sender.
* Members can submit booking requests for any remaining Lots in Peak or Off-Peak season.
* Bookings during this period are only for Members, one Member’s Guest and Member’s Children.
* Once confirmed by the Booking Officer, payment must be made by the end of May, or the booking is cancelled and becomes available again.
* At the end of the phase the Booking Officer will allocate rooms and send out a list of rooms & Lots that are still available.

**Phase 4 Booking Period**

* 1 June onwards.
* Members can submit booking requests for any remaining Lots in Peak or Off-Peak season.
* Associate Members can attend the lodge if accompanied by a Member.
* Once confirmed by the Booking Officer, payment must be made within 2 weeks, or the booking is cancelled and becomes available again.
* The Booking Officer will regularly send out a list of rooms/Lots that are available for members to apply for.

**Winter Peak Period Booking Conditions**

* The Club Weekend is exempt from these conditions for active participants in this event.
* The Booking Officer will consider all booking requests received, and allocate rooms based on lodge capacity.
* If more booking requests are made for an individual Lot than there are beds available, the Booking Officer will:
  + Allocate second Lot choices if possible.
  + Review the members’ previous Peak Season bookings to see if they already have bookings.
  + Only add members that have less Peak Season bookings for a random hat draw. If all members Peak Season bookings are equal all will be included.
  + Those that miss out will be contacted and offered possible alternate Lots.
  + Members that miss out on getting any Lots in Peak Season will be recorded for preference the following year.

**Club Weekend and Junior Development Week**

* These are Members Only events (Immediate family are welcome) – no Associate Members to be included in bookings.
* Bookings for these events will only be considered for participants in these events – these are not for private skiing.
* Should booking requests require it, Steel Makers Alpine Club may arrange ‘overflow’ accommodation for Members, their Guests and Children participating in these events.
  + Members, Member’s Guests and Member’s Children will pay the nominated Club Weekend or Junior Development Week booking fee determined by the committee for Club arranged overflow accommodation.
  + The Club may make up any difference in costs associated with overflow accommodation.
  + The Club Committee will determine the number of overflow beds available.
  + The Junior Development Week may be spread out over 2 weeks of the school holidays to minimise overflow accommodation.
* The Booking Officer will allocate bookings during these events based on lodge capacity.

**General Booking Conditions**

* All Booking Forms must be emailed to [arimac.bookings@gmail.com](mailto:arimac.bookings@gmail.com)
* Please modify your booking form filename to include your Surname and Lot Number.
* A Booking Form is required for each Lot requested.
* Booking Forms must include 1st and 2nd choice Lots.
* Illegible, Incomplete, or Incorrect forms will be sent back to the member.
* Members must nominate on the Booking Forms if they want consecutive Lots to be considered as 1 booking. Either they get both, or neither.
* Associate Members and Members Child booking without a Member is not allowed and bookings will be rejected.
* Payment is not to be provided until booking is confirmed by the Booking Officer.
* If more booking requests are made for an Off Peak Lot than there are beds available, the Booking Officer will:
  + Allocate second Lot choices if possible.
  + Review the members’ previous bookings to see how many bookings they have.
  + Only add members that have less bookings for a random hat draw. If all members bookings are equal all will be included.
  + Those that miss out will be contacted and offered possible alternate Lots.
* All Members in a booking Lot must be shown as a ‘Member’ on the booking form, not ‘Members Guest’. This will count towards their booking allocations.
* Members are eligible to bring one ‘Member’s Guest’ per booking.
* Member’s Children must be accompanied by their Parent Member.
* Bookings will only be accepted from fully financial members – it is the member’s responsibility to ensure that they have paid their annual membership fee. Non-financial members will be treated as Associate Members as far as the booking process is concerned and will therefore not be eligible for member priority booking.
* All people attending the lodge must be listed on the booking form.
* Booking conditions will be reviewed annually by the Committee.

## **Booking Enquiries**

* The Booking Officer requests that booking enquiries are made via the bookings email.
* Once availability is confirmed, a booking application form must be emailed to [arimac.bookings@gmail.com](mailto:arimac.bookings@gmail.com).
* Bookings are not confirmed until the Booking Officer receives a booking form and replies with confirmation.
* Lodge Availability will be sent out periodically during the season.

## **Payment**

* **Payment is not to be provided** **until confirmation of booking is provided** by the Booking Officer. Payment will be required as follows:
  + Full Payment must be made by the end of the Phase for Phases 1, 2, & 3, and within 2 weeks of confirmation for Phase 4, or the booking will be cancelled, and the member notified.
* Payment must be made by Electronic Funds Transfer (EFT) following confirmation of the booking. CASH AND CHEQUES ARE NOT ACCEPTED.
* EFT payments must include **Surname and Lot Number** as reference.
* Each Lot booking shall be paid individually.
* The lodge entry combination will be advised by the Booking Officer on receipt of the booking form and full payment.

## **Cancellations**

* Cancellation of bookings should be notified to the Booking Officer by email as early as possible.
* The Booking Officer will attempt to fill the vacancy, however if this is not possible, cancellation fees may be charged as follows:
  + More than 4 weeks’ notice - $5 fee per person
  + Between 2 & 4 weeks’ notice – one third of the money paid will be retained.
  + Less than 2 weeks’ notice – No refund of money
* Refunds will be provided via EFT minus the appropriate cancellation fee.
* Cancellations due to respiratory illness / COVID will not attract a cancellation fee. A full refund will be provided.
* Other reasons for cancellation will be considered by the Booking Officer and committee in respect to cancellation fees.

## **Room Allocation**

* Guests must only occupy and use the bedroom and bathroom nominated for them by the Booking Officer, even if a room is empty.
* A Room Roster is issued for each Lot but may not be up to date.

**Check out time**

* Check out time is 10am.
* All rooms must be cleared of luggage, cleaned and vacuumed by this time on the day of departure.
* Guests may return to pick up luggage etc on their way home. All luggage shall be stored in the pool table area or the downstairs futon area.

**Check in time**

Check in time is preferably after 3pm

**Lodge Cleaning**

* Guests at ARIMAC are reminded that common areas are to be kept clean and tidy at all times. Please clean up after yourself and do not leave it to someone else or until you return in the afternoon.
* At the end of their stay, all guests are responsible for thoroughly cleaning their allocated bedrooms and bathroom and assigned common areas, including kitchen and vacuuming floors.
* The designated Lodge Captain will advise and report on the condition of the lodge and will allocate lodge maintenance and cleaning duties as required.
* Additional room based sanitisation requirements must be followed.
* If guests do not adhere to these rules, future bookings may not be considered.

**Club Rules**

Please adhere to the following rules and be considerate of other ARIMAC guests:

* Meal preparation times to be kept to a minimum to ensure equitable access to kitchen by all guests
* No eating or drinking is allowed in the bedrooms.
* ARIMAC lodge is a no smoking environment.
* No pets are permitted to accompany guests at ARIMAC lodge.
* Television, stereo, and pool table should not be used after 11.00pm and noise should be kept to a minimum before & after this time; or at any time if unreasonable and to the discomfort of other guests.
* All left over food items are to be taken when vacating the Lodge.
* Any issues with the Lodge, consumable items, or guest behaviour should be reported to the Lodge Captain or a Committee Member.

**Safety**

* Members should familiarise themselves with the ARIMAC lodge safety risks as outlined in the risk assessment (on the Club Noticeboard).
* Members are responsible for reviewing this and managing their own, and their guest’s, safety.
* Members are requested to provide feedback on any unsafe conditions or acts.
* Member are reminded that large Lithium batteries are not to be charged inside the lodge for insurance risk reduction. A power outlet has been provided outside for this purpose.

**Booking Categories**

|  |  |
| --- | --- |
| M = Member | Fully financial Club Member.  Members, their guests and children who owe annual subs (or any other outstanding money at the discretion of the committee) are not eligible for Member’s rates or booking privileges. |
| MG = Member’s Guest | This category entitles any Member to be accompanied by one guest.    In addition to one guest, Club Members may be accompanied by their child who is over the age of 18 but under 22 at the favourable Member’s Guest rate. The parent member must be present for this rate to be claimed. The child should be noted as a Member’s Guest on the booking form. |
| MC = Member’s Child | Must be under 18 years of age and a full time student. Must be accompanied by Parent (Member) or Grandparent (Member) |
| MYC = Member’s Young Child | Must be under the age of 3 and must be listed on the booking form.  They are to sleep in their parent’s room and are to be supervised at all times. They will not be allocated a bed. |
| AM = Associate Member | Must be sponsored and recommended as a guest of the lodge by a member of Steel Makers Alpine Club Inc. Booking form must be signed by a member.  A member’s child who is aged 22 or older and not a member of the Club would be an Associate Member. |
| AC = Associate Member’s Child | Must be under 18 years of age and a full-time student. Must be accompanied by Parent / Guardian. |

Accommodation rates for Winter 2025 are shown on the booking application form.

**2025 Booking Lots**

The Lot system assists in identifying the accommodation period and the appropriate rate as well as maximizing the occupancy of the lodge. Advance bookings for part Lots will not be accepted.

All booking requests should include the required Lot number and any alternate Lot number if applicable.

***A separate booking form must be submitted for each Lot requested.***

The booking form must include the full information for members and guests and show the names of the intended members and guests. If insufficient room is available on the booking form an attached list should show full details.

Please ensure that if you are coming as a group and want to share a room, you are all listed on the one booking form.

**2025 Winter Lot schedule and events list**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Arrive Date** | | **Depart Date** | | **Lot No** | **Nights** | **Special Event** |
| Fri | 6-Jun | Mon | 9-Jun | 1 | 3 | **Opening Weekend – 3 day** |
| Mon | 9-Jun | Fri | 13-Jun | 2 | 4 |  |
| Fri | 13-Jun | Sun | 15-Jun | 3 | 2 |  |
| Sun | 15-Jun | Fri | 20-Jun | 4 | 5 |  |
| Fri | 20-Jun | Sun | 22-Jun | 5 | 2 |  |
| Sun | 22-Jun | Fri | 27-Jun | 6 | 5 |  |
| Fri | 27-Jun | Sun | 29-Jun | 7 | 2 |  |
| Sun | 29-Jun | Fri | 4-Jul | 8 | 5 |  |
| Fri | 4-Jul | Sun | 6-Jul | 9 | 2 |  |
| Sun | 6-Jul | Fri | 11-Jul | 10 | 5 |  |
| Fri | 11-Jul | Sun | 13-Jul | 11 | 2 |  |
| Sun | 13-Jul | Fri | 18-Jul | 12 | 5 | **Junior Dev Week**  Participating Members & their children only (**Interschool Races – Sydney 14th -18th)** |
| Fri | 18-Jul | Sun | 20-Jul | 13 | 2 | **Junior Dev Weekend**  Participating Members & their children only |
| Sun | 20-Jul | Fri | 25-Jul | 14 | 5 | **Interschool Races – ACT & Illawarra**  **(22nd-25th)** |
| Fri | 25-Jul | Sun | 27-Jul | 15 | 2 | **Club Weekend –** Participating Member’s only |
| Sun | 27-Jul | Fri | 1-Aug | 16 | 5 | **Winter Peak Period commences**  (Interclub Races - TBC) |
| Fri | 1-Aug | Sun | 3-Aug | 17 | 2 |  |
| Sun | 3-Aug | Fri | 8-Aug | 18 | 5 |  |
| Fri | 8-Aug | Sun | 10-Aug | 19 | 2 |  |
| Sun | 10-Aug | Fri | 15-Aug | 20 | 5 |  |
| Fri | 15-Aug | Sun | 17-Aug | 21 | 2 |  |
| Sun | 17-Aug | Fri | 22-Aug | 22 | 5 |  |
| Fri | 22-Aug | Sun | 24-Aug | 23 | 2 |  |
| Sun | 24-Aug | Fri | 29-Aug | 24 | 5 |  |
| Fri | 29-Aug | Sun | 31-Aug | 25 | 2 | **Winter Peak Period ends** |
| Sun | 31-Aug | Fri | 5-Sep | 26 | 5 |  |
| Fri | 5-Sep | Sun | 7-Sep | 27 | 2 |  |
| Sun | 7-Sep | Fri | 12-Sep | 28 | 5 |  |
| Fri | 12-Sep | Sun | 14-Sep | 29 | 2 |  |
| Sun | 14-Sep | Fri | 19-Sep | 30 | 5 |  |
| Fri | 19-Sep | Sun | 21-Sep | 31 | 2 |  |
| Sun | 21-Sep | Fri | 26-Sep | 32 | 5 |  |
| Fri | 26-Sep | Mon | 29-Sep | 33 | 3 | **Closing weekend – 3 day weekend** |